

NASA Office of Education Roles and Responsibilities

(EHB-3002)

Associate Administrator for Education

In accordance with [NPD 1000.3 NASA Organization](#), the Associate Administrator (AA) for Education maintains oversight of education expenditures across the Agency to ensure investments conform to NASA's goals for education. As Chair of the Education Coordinating Committee, the AA for Education ensures consistency of program formulation, strategy, and implementation across the Agency. The AA for Education is accountable for program performance, effectiveness, and efficiency of programs across the Agency. S/he oversees reporting as required by Congress, OMB, and other external bodies. In coordination with the Education Coordinating Committee, the AA for Education establishes appropriate systems to track and report Agency-wide expenditures for education activities, thereby allowing the Agency to document educational expenditures and to monitor progress toward the Agency's strategic goals.

Deputy Associate Administrator for Planning, Policy and Evaluation

The Deputy Associate Administrator for Planning, Policy and Evaluation has full responsibility for establishing Agency-wide education policies and procedures. The Deputy AA provides leadership for the design and implementation of effective budget execution and program control. The Deputy AA establishes and maintains measurement and accountability tools and ensures that OE complies with or exceeds the requirements for education program standards established by the Administration, Congress and other regulatory agencies. The Deputy AA for Planning, Policy and Evaluation reports to the AA for Education.

Deputy Associate Administrator for Integration

The Deputy Associate Administrator for Integration provides day-to-day oversight and guidance for NASA's three major education program areas. S/he develops internal program collaborations, supporting the integration of all education activities managed by OE, Mission Directorates, and Centers. The Deputy AA for Integration provides guidance and direction for the integration of Agency education programs and activities with other organizations, both internal and external to NASA. S/he serves as the Agency's education liaison to the NASA Advisory Council. The Deputy AA for Integration is located in OE and reports to the AA for Education.

Executive Officer

The Executive Officer maintains an overall view of the problems, issues, policies, and program development activities of the Agency's education programs and activities. Plans or accomplishes special projects and provides leadership, oversight, and direction for a broad spectrum of administrative and management issues. Provides advice and support in all phases of the functional management of NASA education Program by evaluating and analyzing program information,

and taking appropriate actions to report and resolve issues. Provides information, communications, and liaison services, by acting as an agent of the Associate Administrator for Education in presenting management views to appropriate officials, and in liaison functions with the NASA Centers, other Federal agencies and organizations, and members of the educational community.

Secretary

The Secretary provides secretarial and administrative support to the Associate Administrator for Education and senior staff members. Coordinates office activities, ensuring administrative controls by coordinating extensively with disparate organizational elements to direct the administrative work of the organization. Exercises exclusive control over the supervisor's calendar, with complete authority for time commitments. Serves as liaison between supervisor and organizational staff by providing accurate and timely advice on procedures, reports, requirements, and other matters necessary to implement the supervisor's policies, directives, and instructions. Also responsible for mail, correspondence, and report processing. Acts as office manager, devising and installing administrative procedures and practices.

Planning, Policy and Evaluation Division

Budget Manager

The Budget Manager works with OE leadership to balance the budget, while factoring in Congressional and OMB requirements. The Budget Manager is located in OE and reports directly to the Deputy AA for Planning, Policy and Evaluation.

Management and Policy Analyst

The Management and Policy Analyst works with senior management to identify need for and to develop policy and guidance for OE staff, Project Managers, and Center Education offices. Works with Program, Budget, and Outcome Managers to analyze data and assess performance of programs and projects. Suggests improvements, alternate strategies and approaches. Develops responses to Congressional inquiries, write reports, white papers, and other documents. The Management and Policy Analyst is located in OE and reports directly to the Deputy AA for Planning, Policy and Evaluation.

Program Evaluation Manager

The Program Evaluation Manager provides guidance and overall strategy for ongoing evaluation of the portfolio of NASA education projects. The Program Evaluation Manager is located in OE and reports directly to the Deputy AA for Planning, Policy and Evaluation.

Integration Division

Outcome Managers

Outcome Managers provide budgetary and programmatic oversight for the projects within their program area. They are responsible for making and

executing decisions within their authority, including budgets, schedules, and human and capital assets for their programs or projects. The five Outcome Managers for OE are the: Higher Ed STEM Education, Minority University Research and Education, Space Grant and EPSCoR, K-12 STEM Education and Informal STEM Education Outcome Managers. The five Outcome Managers work within three Education program areas. Outcome managers work across organizational lines to perform appropriate integration functions. In general, management decisions are not subject to higher governance. Outcome Managers are located in OE and report directly to the Deputy AA for Integration.

Project Managers

Project Managers are responsible for making and executing decisions within their authority, including budgets, schedules, and human and capital assets. They focus on budgetary and programmatic priorities and activities including performance monitoring and assessment, and communication. They develop programmatic documents including project plans, contractor support task plans, and budgetary phasing plans. Project Managers are located in both OE and Center office space. Project Managers located in OE report administratively and functionally to the Deputy AA for Integration. Project Managers at Centers report administratively to their Centers and functionally to Outcome Managers.

Portfolio Accountability Manager

The Portfolio Accountability Manager Works with Outcome Managers, Center Education Directors, and Mission Directorate Education Leads to identify and categorize all NASA education projects. Organizes and implements quarterly performance assessments of OE core education projects. Works with Project Managers, Center Education Directors and Outcome Managers to assess and track alignment of education projects to NASA education outcomes and objectives. Coordinates portfolio content with the Education Coordinating Committee, and provides summary information for senior management. The Portfolio Accountability Manager is located in OE and reports directly to the Deputy AA for Integration.